

## **Post-Secondary State SkillsUSA–VICA Officer Candidate and Election Procedures**

The procedures for Post-secondary State SkillsUSA–VICA Officer candidates are detailed in the sections which follow. These procedures adhere to the regulations set forth in the Missouri SkillsUSA–VICA Bylaws, effective April 25, 2002. Candidates, their advisors, parents, and administrators should be aware of these procedures.

As a state officer, you represent Missouri SkillsUSA–VICA at your school, in your community, and at State, Regional, and National meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for efficient functioning of Missouri SkillsUSA–VICA and assuring the purpose of SkillsUSA–VICA is protected. To prepare for these responsibilities you must:

- ☒ Familiarize yourself with the SkillsUSA–VICA Leadership Handbook
- ☒ Commit to completion of the PDP through the American SkillsUSA–VICA Degree
- ☒ Maintain an objective opinion on issues
- ☒ Develop public speaking skills
- ☒ Develop professional writing skills
- ☒ Develop good interpersonal communication skills and leadership skills
- ☒ Familiarize yourself with the duties of your office and the responsibilities of a state officer and commit to fulfilling these responsibilities

### **1. Office and Duties**

The Missouri Association of SkillsUSA–VICA shall elect seven postsecondary officers at the annual Missouri SkillsUSA–VICA Leadership and Skills Conference. The offices and their duties are:

#### **A. President**

- ☒ Key student ambassador for the Missouri SkillsUSA–VICA
- ☒ Primary link between students and the State Office
- ☒ Exhibits strong leadership qualities
- ☒ Able to work with people and encourage them to work for the benefit of Missouri SkillsUSA–VICA
- ☒ Delegates the work of Missouri SkillsUSA–VICA appropriately
- ☒ Assesses personal strengths and abilities of others and utilizes them effectively
- ☒ Informed about activities throughout the state and moves Missouri SkillsUSA–VICA in a positive direction
- ☒ Presides over meetings utilizing parliamentary procedure
- ☒ Solicits the ideas of the members without interjecting personal opinions
- ☒ Understands impact of business being discussed

#### **B. Vice President**

- ☒ Serves as the first assistant to the president
- ☒ Possesses similar leadership characteristics as the president
- ☒ Conducts meetings using parliamentary procedure in the absence of the president
- ☒ Responsible for the meeting room arrangements as described in the handbook, in cooperation with the parliamentarian
- ☒ Assures all committee meetings are following Missouri SkillsUSA–VICA policies

#### **C. Secretary**

- ☒ Advises the president during the meeting about the agenda
- ☒ Maintains a record of attendance at business meetings
- ☒ Counts votes
- ☒ Maintains a record of business transacted at official Missouri SkillsUSA–VICA business meetings to include: the name of the presiding officer, the members present, approval of the minutes of the

previous meeting, treasurer's report, officer and committee reports, motions made and passed or failed, adjournment, and signature of the presiding officer

- ☒ Clarifies motions to assure an accurate record of the motion
- ☒ Reads minutes of the previous meeting at each official Missouri SkillsUSA–VICA business meeting
- ☒ Assures that the Missouri SkillsUSA–VICA Constitution and Bylaws are available for reference at each official business meeting
- ☒ Maintains a list of the names and chairpersons of all standing and ad hoc committees
- ☒ Reads communication directed to Missouri SkillsUSA–VICA
- ☒ Corresponds on behalf of Missouri SkillsUSA–VICA

**D. Treasurer**

- ☒ Assists the vice president with his or her duties
- ☒ Chairperson of the State Pin Selection Committee
- ☒ Co-chairperson of Missouri's National Delegates

**E. Reporter**

- ☒ Assists the secretary with his or her duties
- ☒ Counts votes
- ☒ Takes a lead in publicity of the activities of the state officers and of Missouri SkillsUSA–VICA

**F. Parliamentarian**

- ☒ Serves as the Missouri SkillsUSA–VICA consultant to the president on procedural matters
- ☒ Understands parliamentary procedure
- ☒ Possesses strong communication skills to assist the president to maintain order during business meeting
- ☒ Assures that a copy of *Robert's Rules of Order, newly Revised*, and the *SkillsUSA–VICA Leadership Handbook* are available for reference at official business meetings

**H. Historian**

- ☒ Assists the parliamentarian with his or her duties
- ☒ Co-chairperson of the officer credentialing committee
- ☒ Coordinates the state officer's PDP progress
- ☒ Maintains a scrapbook and other documentation of the activities of Missouri SkillsUSA–VICA

**2. Obligations for Newly Elected Officers**

- A. Assist the outgoing officer team with the Awards Ceremony.
- B. Attend the National Conference Orientation (with the State Officer Advisor immediately after the Awards Session behind the stage).
- C. Attend the following SkillsUSA–VICA schedule of activities during the upcoming year.

May	State Officer Training (Pre-nationals meeting)	2 days	
June	State Officer Training 101 and SkillsUSA–VICA National Leadership & Skills Conference (NLSC) as a delegate (Sat.-Sat.)	8 days	
August	New Teachers Institute	2 days	
October	Statewide Leadership Conference (Thurs.-Sat.)	3 days	
October	Mid-America Leadership Conference (Wed-Sun.)	5 days	Optional
November	Executive Council Meeting (Fri.)	1 days	
January	Executive Council Meeting (Fri.)	1 days	
April	State Leadership and Skills Conference (Wed.-Sat.)	4 days	

**NOTE: Some of these days will be school days; however, you must be prepared to attend some events on weekends and during summer vacation.**

- E. Sign and adhere to the State Officer Application and Contract.
- F. Maintain enrollment in a vocational education program.
- G. Maintain and submit quarterly officer reports to the State Officer Advisor.
- H. Maintain grades and behavior at school reflective of a State SkillsUSA–VICA officer.

3. **Eligibility**

- A. Enrolled as a full-time preparatory student in a vocational course meeting the State Plan for Vocational Education with one full year remaining in a vocational course.
- B. Active membership status in SkillsUSA-VICA.
- C. Meets the eligibility requirements of the local school district or college for participation in intra- and extra-curricular activities.
- D. Above average standing and on target for graduation.
- E. Written recommendation from: Local Vocational School Administrator or Community College Dean, Lead Chapter SkillsUSA-VICA Advisor, and Local Vocational or Community College Instructor.
- F. Available to represent Missouri SkillsUSA-VICA through personal appearances during his/her tenure of office.

4. **Nomination**

- A. Complete a Post-Secondary State Officer Application and Contract (PSMO SkillsUSA-5) and submit with required documentation by April 1.
- B. Upon verification of eligibility by State Office staff, the candidate's name will be submitted to complete the officer candidate procedure. Any candidate who is not eligible will be notified of deficiencies and timelines by which they must be met.

5. **Credentialing**

- A. The State Officer Credentialing Committee shall be composed of the following members: a.) Three current State SkillsUSA-VICA Officers, b.) The State Officer Advisor, c.) A Local Chapter Advisor, and d.) A Local Vocational Administrator. The local advisor and administrator must not have students from their school running as candidates for state office.
- B. The Credentialing Committee will administer a written SkillsUSA-VICA knowledge test. The test will cover SkillsUSA-VICA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA-VICA Leadership Handbook*, the *SkillsUSA-VICA PDP Student workbook*, and Levels 1 and 2 of the PDP. The minimum qualifying written test score shall be 75%.
- C. The Credentialing Committee will review all applications and test scores to determine who has met the minimum qualifications and who should advance to the interview process.
- D. The Credentialing Committee will interview all qualified candidates, review test results and recommend two candidates for each office to be placed on the ballot.

6. **Election Procedure**

- A. Each Candidate must comply with the following regulations regarding campaign materials and candidate commitment-to-service brochure policies.
  - 1. Each officer candidate will be required to design and produce a campaign brochure to give to the voting delegates. A maximum number of 200 copies may be produced. This gives the voting delegates an opportunity to see all of the qualifications that they might not get a chance to review. The campaign brochure will be a maximum of one page, one or two sided, on white paper with black lettering. The paper can be no larger than an 8 ½" X 11" sheet. The following is a list of suggestions/ideas to use for the brochure:
    - photo copy of yourself
    - personal goals and goals as an officer
    - vision for the organization
    - leadership experience
    - current and previous offices held

- awards and honors
- contact information-- **Do not include home address or phone number.**  
**List only school address and school phone number.**

2. In addition to the campaign brochure, each officer candidate may purchase one standard size white poster board. This will enable you to display campaign type materials within the delegate meeting room, so that the voting delegates will get an increased opportunity to see the candidate's qualifications. Each officer candidate will be responsible for bringing their own materials to use and to secure their items to the poster board (tape, glue, and staples). Each board will be reviewed by the Credentialing Committee before allowing it to be viewed by the voting delegates. It is important to have the name of the candidate visible somewhere on the presentation side of the board. Remember that the voting delegates will also be looking at the creativity and effort that is put into each bulletin board. The following is a list of suggestions/ideas to use in the design of the bulletin board:
  - pictures of yourself
  - awards and honors
  - resume
  - newspaper/magazine articles
  - bulletin board borders
  - things you enjoy - (i.e. reading, sports, music)
3. Campaign materials are not allowed on walls, doors, windows, or anyplace else on the campus or in hotels/motels. No campaign literature of any type may be distributed before the announcement of the Official State Officer Candidates at the State Leadership and Skills Conference. This policy prohibits advance conference mailings, e-mail's, and posting of campaign materials prior to the time designated in the official conference program booklet. It is the candidate's responsibility to assure that the candidates' entire delegation, campaign manager, and team members are aware of the policies regarding campaigning and materials. State Officer Candidate's and their representatives who violate this policy will appear before the Credentialing Committee which could result in their removal from the ballot.
4. Candidates must bring their materials to be reviewed by the Credentialing Committee at the time of their interview. Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following exceptions apply:
  - a. No food items will be allowed.
  - b. No balloons, Frisbees, balls, bubbles, or soap will be allowed.
  - c. If clothing bearing the SkillsUSA-VICA emblem is used in the campaign, it must be purchased from the official SkillsUSA-VICA supply service.
  - d. Campaign materials must not reference alcoholic beverages, tobacco, sex (including R rated movies, songs, etc.), special populations (special education, handicapped, etc.), or violence (guns, knives, explosives, etc.).
- B. Each Candidate shall attend the Meet the Candidates Session.
- C. State Post-Secondary Officers will be elected by an Electoral Committee that is composed of the newly elected District Officers that were elected at their latest respective District Leadership Conference prior to the State Leadership Conference and Voting Delegates from local SkillsUSA-VICA Chapters as identified in Article V, Section 4.
- D. Each candidate shall give a three minute speech before the Electoral Committee.
- E. Each candidate shall respond to the same problematic oral question before the Electoral Committee.

- F. Voting shall be by secret ballot. Each member of the Electoral Committee will mark a ballot indicating their choice for the state officer team. Ballots will be collected by the state officers and tabulated by the State SkillsUSA–VICA Director or his/her designee.
- G. Results will be announced at the Officer Installation Ceremony. All candidates must be present at the Installation Ceremony in official SkillsUSA–VICA dress. All candidates should be familiar with the Officer Installation Ceremony.
- H. In the event a full slate of officers is not elected at the State Leadership Conference, the remaining officers will be elected by the Missouri SkillsUSA-VICA Executive Council at the Fall Executive Council Meeting. The application for office must be filed before October 20.
- I. In the event a state officer resigns his/her office during the membership year, replacement of that officer shall be the responsibility of the State Executive Council.

### **State Officer Code of Conduct Agreement**

As a state officer, I agree to adhere to the following rules and regulations:

1. I will, at all times, follow the rules set forth in my home and vocational school's policies for behavior, attendance, and minimum grade levels for participation in activities.
2. I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the state officer at his/her own expense.
3. I will spend each night in the room of the hotel or motel to which I am assigned.
4. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
5. I will not remain in a sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
6. I will refrain from the use of alcoholic beverages and drugs unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
7. I will not leave the hotel or motel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
8. My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the SkillsUSA-VICA organization.
9. I will forfeit my office if I quit school, am suspended or expelled.
10. I will respect all authority. I will accept state SkillsUSA-VICA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Advisor circumstances in which I am unable to attend the required meetings or conferences.
11. I will keep the assigned state staff person informed of my whereabouts at all times.
12. I will wear my required official identification badge at all times.
13. I will respect the SkillsUSA-VICA official attire by not smoking while wearing it.

14. I will attend all activities that I am assigned or registered to and I will be on time.
15. I will adhere to the required dress code at all times.
16. I will attend the functions required of a state officer as listed on the Schedule of Activities for State Officers.
17. I will forfeit my office, if after the beginning of the school year I change my residence from the school where I was elected, unless I transfer to a school and enroll in another approved vocational program in the State of Missouri.
18. I will mail my state officer report to the State Officer Advisor by the date indicated on the report form.
19. I will maintain at least a 2.5 GPA on a 4.0 scale in current vocational program and submit copies of all report cards to the State Officer Advisor when received.
20. I will attend school each day it is in session, unless I am on a SkillsUSA-VICA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.
21. I understand that I am to keep accurate records of all expenses incurred and submit the proper vouchers to the State SkillsUSA-VICA Director no later than five days after the assignment.

I agree that if, for any reason, I am in violation of this agreement, I may be brought before the appropriate discipline committee for an analysis of the violation, and I further agree to accept the penalty imposed on me, with the understanding all such actions are explained to me, and further, I realize the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own expense.

### **Violations and Penalties**

1. Violations of Items 1-10 will be grounds for disqualification and suspension from office. The violator will be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the local school district administrator and parents or guardians.
2. Violations of Items 11-21 will result in a warning and a reprimand. Repeated violations may result in disqualification and removal from office. Proper notification of the violation and action taken will be sent to the local school district administrator and parents or guardian. Repeated violations of Items 11-21 may result in the officer being sent home at his/her own expense.

**MISSOURI SKILLSUSA-VICA**  
**POST-SECONDARY STATE OFFICER TEAM MEMBER**  
**CANDIDATE APPLICATION & CONTRACT**

**MUST be filed in the State Office by April 1**

Candidate for the office of: (Place a 1 in the box next to your first choice and a 2 in the box next to your second choice.)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> <b>President</b>      | <input type="checkbox"/> <b>Secretary</b> | <input type="checkbox"/> <b>Reporter</b>        | <input type="checkbox"/> <b>Historian</b> |
| <input type="checkbox"/> <b>Vice-President</b> | <input type="checkbox"/> <b>Treasurer</b> | <input type="checkbox"/> <b>Parliamentarian</b> |   |

**Candidate's Full Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Home Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Local Association** \_\_\_\_\_

**School Address** \_\_\_\_\_

**School Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Parent's Name** \_\_\_\_\_

**Parent's Home Address** \_\_\_\_\_

**Parent's Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Vocational Class Enrolled in** \_\_\_\_\_

**District Office you hold** \_\_\_\_\_ **SkillsUSA-VICA District** \_\_\_\_\_

Attach the following to this application:

1. Written Response Sheet.
2. Resume': Include leadership, academic, and vocational achievements.
3. Letters of reference (emphasize character, leadership abilities, vocational, and academic accomplishments) from each of the following: Area Vocational School Administrator or Community College Dean, Lead Chapter SkillsUSA-VICA Advisor, and Local Vocational or Community College Instructor.

**Mail application and attachments to:**

**Shelly Wehmeyer**  
**Missouri SkillsUSA-VICA**  
**P.O. Box 480**  
**Jefferson City, MO 65102-0480**

Missouri SkillsUSA-VICA does not discriminate on the basis of race, color, creed, gender, disability, age, or national origin. This policy pertains to admission to, access to, or treatment in its programs and activities.

## Qualifications for State Officer Team Member

- ★ Active membership status in SkillsUSA–VICA – Post-Secondary Division.
- ★ Enrolled in a post-secondary vocational program (meeting the requirements of the State Plan for Vocational Education) as a full-time preparatory student with one full year remaining in a post-secondary vocational program.
- ★ Above average standing and on target for completion.
- ★ Written recommendation from: Vocational School Administrator or Community College Dean, Lead Chapter SkillsUSA–VICA Advisor, and Local Vocational or Community College Instructor.
- ★ Available to represent Missouri SkillsUSA–VICA through personal appearances during his/her tenure of office.

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## Election Requirements

- ★ Take written SkillsUSA–VICA knowledge test on Thursday of the State Conference. A score of 75% is required to advance to the interview screening stage. (Test will cover SkillsUSA–VICA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA–VICA Leadership Handbook*, the *SkillsUSA–VICA PDP Student workbook*, and Levels 1 and 2 of the PDP.)
- ★ Be interviewed by the Credentialing Committee on Friday of the State Conference.
- ★ Comply with campaign materials and candidate commitment-to-service brochure policies.
- ★ Give a three minute speech before the Electoral Committee on Friday of the State Conference.
- ★ Answer a problematic question before the Electoral Committee.  
The Credentialing Committee will place the candidates on the ballot in the office for which he/she is best qualified.

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I agree to support this candidate to fulfill the responsibilities of the office to which he/she may be elected. He/she will be available to represent Missouri SkillsUSA–VICA through personal appearances and to attend all state meetings during his or her tenure of office. I have read the State Officer Contract and will provide support to the best of my ability.

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Signature of parent(s) or significant other (if applicable)

I agree to assist this candidate to be available to represent Missouri SkillsUSA–VICA through personal appearances and to attend all state meetings during his/her tenure of office. The school will be responsible for paying for the expenses of this candidate as outlined on the State Officer Required Attendance Sheet. This candidate participated in the District SkillsUSA–VICA Conference and is approved by the Senior District Advisor.

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Signature of Local SkillsUSA–VICA Advisor

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Signature of Local Vocational Administrator

I certify that the attached documents and the above answers are true. I agree to the rules and penalties for their violation listed in the State Officer Contract by my signature below. I have read the requirements and duties for state office and believe myself to be qualified and will serve to the best of my ability if elected and will abide by all rules and regulations of Missouri SkillsUSA–VICA.

Date \_\_\_\_\_

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Signature of Candidate